



# Rolling Hills Prep & Renaissance Schools

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## Student Handbook

2019-2020

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## **Rolling Hills Preparatory School**

*Rolling Hills Prep School prides itself on being a forward-looking, academically rigorous college-prep school with a soul. Every day we provide our diverse student body a high-powered traditional curriculum combined with stimulating and innovative teaching techniques both inside and outside the classroom because we believe that success in college and life is best attained by equipping our students with disciplined minds, sound character, healthy bodies, and creative spirits.*

## **Renaissance School**

*Renaissance School believes that bright students who learn differently can rise to great heights when they become empowered and confident. Every day we meet students where they are academically and provide a customizable curriculum in a supportive environment because these students deserve to achieve their very best academic and social success.*

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## Introduction and Welcome Head of School



I am delighted that you have chosen to join RHP or Renaissance and I welcome you to the 2018-2019 school year. You join a unique learning community: two great college prep schools making up one vibrant educational community. We will do our best to work with you and your parents to help maximize your potential as a student and as a citizen.

On behalf of the faculty and staff, we look forward to a year of cultivating Disciplined Minds, Sound Character, Healthy Bodies, and Creative Spirits. As always, the work we do is only as successful as the amount of collaboration that occurs among our teachers, our parents, and the rest of our community. We all have a part to play in ensuring that the school year ahead is truly transformative for our students, and they gain the tools necessary to be lifelong learners both during their tenure here, and in the promising future ahead.

- David Maher  
Head of Schools

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## A Note About the Handbook:

*This Handbook is meant to convey the general expectations, understandings, policies and procedures of Rolling Hills Prep and Renaissance Schools. It is by no means meant to serve as an all-inclusive and inflexible document. There may be changes and exceptions made when dealing with situations based on the unique nature of those involved and the duty we have as an independent school to individualize our approach. We sincerely hope this guide is helpful and informative to all members of our community in conveying a little more about what it means to be a Husky.*



## **Anti-Discrimination**

RHP and Renaissance Schools are committed to providing equitable opportunities for all students, with respect to applicants for admission, enrolled students, and school community members, without discrimination, segregation or harassment on the grounds of (but not limited to) race, color, religion, national origin, sex, age, handicap or disability, sexual orientation, gender identity, gender expression, or economic status.

## **Mission and School-Wide Learning Expectations**

In this handbook, unless otherwise noted, the term “school” applies to both schools on campus. The term “Division Director” refers to the respective Director of Middle Schools or Director of Upper Schools.

The mission of RHP and Renaissance is to work in partnership with parents to prepare their college-bound students for lifelong success in a global 21st century using proven teaching techniques in a stimulating and supportive academic environment.

We employ four pillars to define success: Disciplined Minds, Sound Character, Healthy Bodies, and Creative Spirits.

### **Disciplined Minds**

Students will:

1. Become aware of and appreciate the relevance of the learning process to life.
2. Learn to probe and investigate, think logically and critically, synthesize ideas, and solve problems.
3. Communicate effectively in writing, verbally, and graphically.
4. Become skillful researchers—organize, comprehend, evaluate, and interpret information and ideas.
5. Manage time well.
6. Make interdisciplinary connections.
7. Consider and evaluate global perspectives.

# Sound Character

Students will:

1. Honor the Respect guidelines of the school.
  - » Respect the learning process (doing own work, cooperative learning, conduct, effort, not distracting others).
  - » Respect property (keep classroom clean, pick-up after self, inside/outside classroom, leave others' belongings alone).
  - » Respect self (self-advocacy, ask for what you need, personal responsibility, promote introspection, attitude, accountability, self-awareness, knowing how to learn).
  - » Respect each other/community (kind words, no bullying, respect diversity/differences, global citizens, being aware of/respecting other cultures and people).
2. Demonstrate industriousness, self-motivation, and self-discipline.
3. Become independent, confident problem-solvers who are enthusiastic and willing to take risks.
4. Work productively with others, cooperate, and be good team players in all areas of life.
5. Demonstrate strong social responsibility both inside and outside of school.

## Healthy Bodies

Students will:

1. Gain an understanding of how the body works and how food, alcohol, tobacco and other drugs, human relationships, exercise, and mental health affect the body.
2. Make healthy and beneficial choices concerning food, alcohol, tobacco and other drugs, human relationships, exercise, and mental health.
3. Make decisions based upon the long-term effects of choices, not just what feels good or works for today.
4. Promote healthy choices amongst peers and family.

## Creative Spirits

Students will:

1. Communicate confidently, effectively and with sensitivity in a variety of forms.
2. Recognize, analyze, and value self-expression through creative writing and the visual and performing arts.
3. Cultivate a safe, nurturing and enthusiastic environment among all members of the community while engaging in the creative process.
4. Recognize that goals can be reached and problems can be solved through different pathways.
5. Gain the confidence to stretch themselves, take appropriate risks and learn through failure.

## Statement of Standards

Students recite the Husky Pledge in unison on Monday morning as a reminder of their shared commitment.

***In order to achieve success,  
I pledge to develop my disciplined mind,  
sound character, healthy body, and creative spirit.  
In all that I do I will respect the learning process,  
I will respect all property,  
and I will respect myself and others.***

The standards of behavior for RHP and Renaissance are distilled into three essential principles:

- Respect the learning process.
- Respect yourself and those around you.
- Respect all property.

We are all held accountable for what we say and do. In an atmosphere of responsible freedom, accountability for the consequences of our decisions is crucially important in the learning process. Members of our school must adhere to the following principles. Failure to abide by these standards jeopardizes a student's continuing membership in this community.

- Each student is to pursue intellectual, academic, ethical, social, and extracurricular development.
- Each student must maintain the academic standards of the school as defined by the faculty and administration.
- Each student and parent is to respect and uphold the rights of others—particularly the right to learn.
- Each student and parent is to respect fully the cultural, ethnic, and religious differences within the school community.
- Each student and parent must recognize that the mental or physical abuse of a person or the abuse of property, including the communal property of the school, will not be tolerated by

our community.

- Each student must recognize and abide by the rules of academic honesty. Misrepresenting another's words or ideas as one's own is dishonest.
- Each student must be aware that the use, possession, or transfer of drugs, including tobacco and alcohol, on campus or during school-sponsored events is prohibited.
- Each student must fulfill all of his or her school obligations including punctual attendance and presence on campus for the full school day through physical education, After School Program, and theater rehearsals or athletic practices.
- Each parent must understand that a positive and constructive working relationship between the school and families is essential to the accomplishment of the school's educational mission. RHP and Renaissance accordingly reserve the right to terminate or not to renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian have interfered with the educational objectives of the school and make such a positive and constructive relationship impossible or unnecessarily difficult.

## **Academic Life**

First and foremost, RHP and Renaissance seeks to prepare its students for the next phase of their lives as lifelong learners. That may be preparing Middle School students for their Upper School careers, or Upper School students for their college studies – and more. It is a natural inclination to be concerned with grades as a measure of performance, but we hope you know we look at the bigger picture – each student as an individual learner who is making progress at his or her best pace. We strive to find each student’s most effective style of learning and capitalize on that. Some students are more independent, others need a lot of hands-on attention. As you read this section of information, do so in the context of the larger educational picture we envision for each and every student.

## **High School Graduation Requirements**

### **Rolling Hills Preparatory School**

Both for a given term and for the whole of the school career, each student’s program is personally tailored as closely as possible to his/her unique needs. Nevertheless, inevitable conflicts in scheduling will occasionally make it necessary for a student to take a second-choice course, or wait a year to take a desired course.

Generally, Upper School subjects will count as ten units of credit per year counted toward the total number of units needed for graduation and subsequent entry into a college or university. Students must maintain at least a “C” average to participate automatically in after-school sports or to hold an office in Student Council. Student performance will be evaluated on a trimester basis for this purpose. Seniors must pass four academic subjects in their senior year in order to graduate. Diplomas are issued only after four years of high school attendance and the successful completion of all requirements.

40	English
40	History/Social Studies*
30	Mathematics - Algebra I, Geometry, Algebra II at minimum
30	Science - including 20 in Physics, Chemistry or Biology
30	World Languages – with a minimum of 2 years in one language
20	Arts
20	Physical Education
10	Elective
5	Health
225	Total credits

Note that this is a minimum. Competitive colleges expect more.

Health - Students in Grade 9 are required to successfully complete this seminar-style class.

\* Students must be enrolled in at least one (1) RHP history course per year while enrolled as a RHP Upper School student. Students must pass each trimester of each course for graduation. Students transferring to RHP after their 9th grade year need only 30 credits in History/Social Studies (U.S. History and Government/Economics are required).

## Additional Requirements for Both Schools

- 4 years of participation in Outdoor Education
- 30 hours of documented Service Learning per year
- The Senior Speech
- Successful completion of the two-week Senior Internship

Although RHP currently awards credit for classes where a “D” is earned, it must be noted that many colleges do not accept coursework at the “D” level to meet their entrance requirements. In disciplines such as mathematics and world language, grades of “C” or higher in all three trimesters may be required to advance to a higher level course.

# High School Graduation Requirements

## **Renaissance School**

Renaissance School Upper School students take academic and arts elective courses alongside RHP students in RHP courses. In addition, learning theory and application courses are a requirement for all Renaissance School students and are taught by Renaissance faculty. All conditions described above under graduation requirements apply to Renaissance students except for the total number of units required for graduation. The Renaissance graduation requirements are:

40	English
30	Learning Theory and Application
30	History/Social Studies
30	Mathematics - Algebra I, Geometry, Algebra II at minimum
30	Arts and Electives
20	Science - including Physics, Chemistry or Biology
20	World Languages – with a minimum of 2 years in one language.
20	Physical Education
5	Health
225	Total credits

The requirements above ensure that any graduating Renaissance student meets at least the admissions standards for the University of California (UC) system, however an additional diploma pathway at Renaissance also exists where students meet California’s high school graduation requirement but not necessarily every UC requirement. Parents, teachers, and administrators are involved in deciding if this track is appropriate for a particular student.

## Evaluation and Grading

RHP and Renaissance grade on the trimester system for all students.

For purposes of clarification and convenience, the activities leading to trimester grades can be described as two-staged. The first stage, “evaluation,” includes everything in day-to-day teaching, both concrete and intangible, which characterizes the judgment leading to trimester grades.

“Grading,” the second stage, is the prescribed scheme by which each teacher records and reports on a student’s standing. Throughout both stages, teachers are held accountable for their evaluation methods and resulting grades.

Grading at the end of each trimester is straightforward, as each teacher gives each of his/her students a final letter grade in each subject area. At the end of the third trimester, letters are sent to each family by the student’s advisor compiling comments from the student’s teachers. These advisor letters present an overview of the year in all areas of school life.

Standards for Letter Grades:

A	Excellent achievement
B	Above average achievement
C	Average achievement
D	Below average achievement
F	Failure
I	Incomplete

In unusual circumstances “Incomplete” grades are given when students experience prolonged illness or other unanticipated circumstances. A period of two weeks following the close of the trimester is allowed to complete all work.

## Grade Ranges:

Generally, teachers use the following numerical system to calculate grades. Numbers represent percentages.

A+	97-100	A	93-96	A-	90-92
B+	87-89	B	83-86	B-	80-82
C+	77-79	C	73-76	C-	70-72
D+	67-69	D	63-66	D-	60-62

## Effort and Conduct Grades:

Conduct and Effort speak to a student's citizenship and industriousness. These marks appear on report cards each trimester along with academic (or letter) grades. Conduct and Effort grades allow for conversations to occur between teacher and student about the relationship between aptitude, achievement, and diligence. The scale is as follows:

- 1 Outstanding
- 2 Exceeds teacher expectations
- 3 Meets teacher expectations
- 4 Needs Improvement
- 5 Unacceptable

Earning a "3" means that the student has performed at an average level. Extra effort or initiative must be demonstrated to earn a "2" or "1." If a student receives a "4" or "5," it means that he or she was deficient in that aspect of his or her performance, and improvement is warranted.

## Head of School List

The RHP Head of School List and the Renaissance Head of School List recognize students' special accomplishments for each school every trimester. Although it is challenging to consistently maintain high standards, it is the goal of the school to encourage students to do their best and to set high standards for themselves.

In the Middle School this means:

- High Honors - “A”s in all courses
- Honors - “A”s or “B”s in all courses

In the Upper School, the Head of School List is composed of those students who receive at least a 3.50 average for the trimester grades with no grades below “C-” and no more than one “C.” Special recognition, High Honors, is given to students who achieve an “A” average. “A+” does not affect a transcript, nor contribute extra points to GPA calculation. Honors and Advanced Placement grades contribute an extra point to the calculation if a grade of “C” or above is earned during the trimester.

## National Honor Society

RHP and Renaissance are members of the National Honor Society. Induction into the Society is normally held in the spring. Membership is a privilege and is reserved for those students who meet the requirements and standards of NHS. Sophomores and juniors who possess a cumulative GPA of 3.50 or better are eligible to be evaluated for selection. Faculty Advisors and a Faculty Council are appointed by the Head of School for selection of new members, respectively. Selections are made by the Faculty Council on the basis of scholarship, outstanding character, service, and leadership. This is one of the highest scholastic honors a student may achieve at RHP or Renaissance and the involvement in NHS is considered favorably by college admission committees.

## RHP and Renaissance College Counseling Program

Aligned with the mission of our schools, RHP and Renaissance College Counselors provide college counseling with a soul. What this means to us is that we aim to ensure that our families are well-informed about the college admission process and to guide students, through strategic and customized counseling, in positioning themselves to have successful and robust undergraduate experiences at colleges that are the right fit for

them. Our proactive and comprehensive program is driven by three key distinctives: accessibility, relationship, and communication. We acronymically refer to these distinctives as A.R.C. Our goal is to significantly contribute to each student's personal arc of self-discovery as the student is shaped by our schools' culture and four pillars into a more responsible, creative, and productive global citizen.

During freshman and sophomore year, we offer workshops to help students gain self-awareness, identify career interests, and understand the college admission process. During junior year, we meet with parents and students to ascertain the family's specific needs and higher education goals. We also provide opportunities for families to interact directly with colleges through college counseling events, such as Fall College Night, College Admission Case Studies, and programs on college planning for students with learning differences. Additionally, we have numerous college representatives visit our schools in the fall to meet with students. We encourage and want parents to partner with us, to be fully engaged in the process. Through collaborative and thoughtful guidance, students gain confidence about the college application process and clarity about their post-secondary goals.

### **Freshman Year**

Our goal for every entering freshman is for the student to become fully engaged in the school community. Students are encouraged to take full advantage of all that our schools have to offer. Freshman year is the time for students to discover talents, develop interests, and to sample a variety of activities. It is also the time to refine study habits and skills to form a foundation for future academic success. Our schools use a college and career planning platform called Naviance, which allows students to take interest and career assessments, research colleges and careers, and store and manage pertinent data and academic portfolios. During the spring of freshman year, each student receives a personal Naviance account and completes interest and career assessments. The college counselor is available to consult with students and parents on academic and extracurricular choices.

## **Sophomore Year**

Having completed their transition to the Upper School, sophomores focus on developing their academic and extra-curricular profiles. Students should begin to focus a bit more on the activities and classes that have become most meaningful to them. This year, standardized testing begins with the PSAT in October. In the spring, families attend a College Admission Case Studies event, where they meet in small groups with experienced admission officers who lead a discussion on what colleges look for in an applicant, as well as what colleges value. This is an important opportunity for students to learn first-hand how they will be evaluated and begin thinking about the qualities and strengths they have to offer and how best to prepare for the application process. A college fair concludes the evening, allowing students to benefit from one-on-one conversations with college reps. The college counselor is available to meet with students and parents to discuss how academic and extracurricular choices will affect college opportunities. During the spring, sophomores attend college counseling workshops to learn about the different types of colleges and the college admission process.

## **Junior Year**

The junior year presents students with the challenge of finding a balance between handling a rigorous academic course load, researching colleges, and taking on positions of leadership in their activities. Grades earned in the junior year often serve as the primary evidence of academic preparation and level of engagement. At the beginning of the school year, students are enrolled in standardized test prep classes, and during the month of October take the PSAT/NMSQT. The college counselor meets individually with juniors during the second trimester when fall PSAT/NMSQT scores and first trimester grades become available. Juniors are encouraged to visit colleges during vacations, particularly during spring break, to get a sense of the different types of post-secondary education that are available to them. Most juniors will take the SAT, SAT IIs and/or ACT for the first time in May and/or June. In the spring, juniors participate in a workshop designed to introduce college admission season

and give students a timeline for applying to college. The summer prior to senior year, rising seniors participate in a College Counseling Boot Camp to begin their college applications and essays.

### **Senior Year**

During their last year at RHP and Renaissance, seniors enroll in advanced classes and lead the student body to shape the culture of the school year. They also choose the colleges to which they will apply. Admissions representatives from various colleges are invited to RHP and Renaissance to meet prospective students. Seniors will take any additional standardized tests they need, ask teachers and counselors for recommendations, work on applications and write essays. The college counselor supports the students and their parents throughout this very busy year. RHP and Renaissance students benefit from a low student to counselor ratio and have unlimited access to their college counselor.

## **Course Load—Middle School**

### **Rolling Hills Preparatory School**

All students in the Middle School follow an established curriculum of English, science, mathematics, history, world language, fine arts, and physical education. Students enrolled in the Academic Center for Excellence program (ACE) work with staff educational therapists during the regularly scheduled world language class and the After School Program (ASP). Other special arrangements and waivers are determined by the Director of Middle Schools. In most cases, appropriate documentation is required for waivers. Specific class information and progression is contained in the Curriculum Guide.

### **Cooperation/Participation Points**

In many Middle School classes, students will have the opportunity to earn cooperation or participation points for performing at the expected classroom level. Teachers can remove points and place comments viewable by parents when classroom expectations are not met by the student. Parents are encouraged

to log-in to MyBackPack regularly to monitor weekly cooperation trends in each class. Student cooperation points will appear in the category Cooperation/Participation.

### **Renaissance School**

Renaissance School develops a love and respect for learning in its students, and an appreciation for the arts and sciences. Course work includes instruction in learning to learn and understanding one's own unique learning profile. Students practice and master reading comprehension, writing, and mathematic skills, which they apply to the content areas of math, social studies, and science.

### **Course Loads and Adjustments—Upper School**

#### **Rolling Hills Preparatory School**

A normal course load consists of at least six courses of which five are normally in core academic subjects. Loads of fewer than five or greater than six academic courses require the approval of the Head of School or the Director of Upper Schools.

Courses may be added or dropped without penalty, if scheduling permits, during the first two weeks of the first trimester. Later additions or deletions must have the approval of the Head of School or Director of Upper Schools, and may result in an “F” or “Withdrawn” grade. Students should consult their advisor if they wish to add or delete a course. A drop/add form, must be obtained and completed with all requisite signatures if students wish to change a course.

#### **Renaissance School**

A normal course load for a Renaissance Upper School student varies by year. In general, freshmen and sophomores take six courses: three core academic courses, one elective class and two learning theory and application courses. Junior and senior year course loads are determined on an individual basis.

## Advanced Placement and Honors Courses

Advanced Placement (AP) courses offer students the challenge of a university level course while they are still in high school. The curriculum for AP courses is prescribed by the College Board, which also administers a yearly AP examination. Prerequisites for accelerated courses, whether Honors or Advanced Placement may include:

- High grades (usually “A”s) in the previous year’s course in that discipline with no less than a “B+” average
- Strong test scores on previous final examinations in the relevant area
- Strong performance on Placement exams, when applicable
- Minimum 3.0 GPA overall (all coursework)
- Strong work ethic
- Teacher and advisor recommendations
- Student Services recommendation, when appropriate

Upon enrolling, students who take Advanced Placement classes make a commitment to complete all the work required for the AP class, which includes taking the appropriate AP exam in May. The inclusion of AP classes in a student’s course load is often considered favorably by college admission committees and presumes the completion of the aforementioned commitment. Students will also be required to pay the AP exam fee before the end of the First Trimester Drop/Add period (2 weeks from the start of the trimester). Failure to do so will result in the student’s enrollment in the AP class being terminated, and the transcript corrected.

## Pass/Fail and Auditing

After an Upper School student has met the minimum requirements in an academic discipline, he/she may elect to take further courses in that discipline as an audit or pass/fail. Auditing acquires no credit or GPA points. Pass/fail acquires credit but no GPA contributions. All arrangements for pass/fail or auditing must be arranged in advance of the school year with the Director of Upper Schools and have the approval of the appropriate Department Chair.

## Academic Probation

In the Upper School, upon earning an average below “C” in any one trimester (GPA below 2.0), a student may be placed on academic probation. Academic probation may also result if a student fails a core academic course. Failure to raise this average in the following term may call into question the student’s fitness to continue further studies at RHP. Although each case will be dealt with on an individual basis involving student, parents, teachers, Director of Upper Schools, and Head of School, a student on academic probation is not considered a student in good-standing and would normally be required to achieve the following results while on academic probation:

- “C” average (GPA of 2.0)
- No courses failed
- Demonstrated positive attitude in all phases of school life

Students on academic probation may be required to temporarily withdraw from major extra-curricular involvement such as a varsity sport, student council or other activities.

In the Middle School, students are placed on Academic Probation when they receive three or more “C”s, two “D”s, or one “F” in a trimester. A conference will be arranged between parents, student, the Director of Middle Schools, and Advisor to discuss the situation and determine a plan of action. In addition, the student:

- will have his/her participation in extra-curricular and co-curricular activities reviewed,
- will meet regularly with his/her advisor, school counselor, and/or the Director of Middle School to monitor progress,
- may be required to enroll in the After School Program or secure a private tutor, and will no longer be considered a student in good-standing.

If a student remains on Academic Probation for two trimesters, his/her re-enrollment for the following year will be reviewed.

## Summer School and Online Courses

Students should not take a summer course or online course to replace a year-long class, unless there are extenuating circumstances. This may include not being able to fit a required class into a student’s schedule or a course not being offered during a given year. Before a student enrolls in a summer course, he/she must have a conference with the Director of Upper Schools and the subject area Department Chair to determine if credit will be granted for the course, whether for enrichment, replacement of deficient work, or accelerated work in any discipline. Some departments may require that the student complete a proficiency examination at RHP prior to enrollment in the next level course. In any case, credit will not be granted without prior approval. In certain cases, students may be allowed to enroll in accredited online courses to make up for deficient academic performance (grades of “D” or below in a trimester). Occasionally, students who transfer into the Upper School at RHP may need to make up required coursework for graduation,

and approval may be given for the work to be completed online.

## Homework

### **Rolling Hills Preparatory School**

Teachers assign homework to reinforce material presented in class, to prepare for the presentation of new material, and to establish solid study habits. Homework is not only important for academic success but for the development of self-discipline and good working habits. While recognizing that each student is different, on the average students can anticipate 1½ to 2 hours of homework per night (30 minutes per class meeting) in the Middle School and 3 hours or more per night in the Upper School, dependent upon course load (45 minutes per standard class, 60-90 minutes for Honors or AP classes). Major tests and projects may require more.

It is important to note that not all homework is written and that reading, review and study of the day's work are essential components of good study habits. It is expected that all homework be completed on time, before the school day begins. It is important and necessary for students to take responsibility for obtaining assignments missed due to absence. Often checking NetClassroom (Log in at the top of RHP's website homepage or log in on the Renaissance website under the "Current Families" tab.), a phone call to a friend, or email to teacher or advisor before returning to school will keep a student informed of material covered. In the event of illness, assignments are generally due after a time period equal to the number of excused absences. In the case of assignments, quizzes, and tests that have been scheduled in advance students will be expected to adhere to the scheduled dates. No consideration is given to unexcused absences.

Late assignments are expected to be made up. However, it is at the teacher's discretion how they will be graded. Untidy or incomplete homework may need to be done again with possible penalties for late work. Detentions may be given to students with

multiple late assignments, and seniors may lose their designated privileges if they fall conspicuously behind in their work. Students are required to use the Student Planner issued at the beginning of the school year, which includes Student Handbook information as well. Parents should periodically check these planners to oversee assignments.

### **Renaissance School Middle School**

The Renaissance Middle School uses a progressive homework system. The amount of homework is limited at the beginning of the school year and increases throughout the year moving from an emphasis on awareness and completion to a focus on sophistication of content. Similarly the homework load progresses from being quite limited in 5th and 6th grades to increasing to one hour a night at the beginning of 8th grade to one-and-a-half to two hours a night by spring.

### **Renaissance School Upper School**

In addition to following the homework guidelines of RHP described above, the Renaissance Upper School students are required to attend weekly after school homework support sessions. Parents can help set the tone for homework by:

- Providing a quiet, comfortable place for the student to study
- Providing the student with writing materials, dictionary, suitable desk or table space and sufficient lighting
- Eliminating distractions such as cell phones, televisions, and online distractions such as Instant Messaging or chat – unless interactive work is necessitated and acceptable on the assignment
- Helping establish and maintain a schedule of family activities which includes provision for regular study by the student
- Insisting that the student carefully plan the study time available to him/her so that he/she is not suddenly confronted by major tasks with insufficient resources or time
- Conferring with the teacher(s) if there are questions about the purposes or procedures for the homework

- Being a guide and resource person but insisting upon the student doing his/her own work

## Testing

Testing plays an integral part in the educational process at the school. Classroom tests are scheduled in advance, and the faculty uses a test-conflict calendar to avoid giving more than two tests to any student on a given day. Parents can view the test calendar by clicking on the “View Entire Calendar” link on the homepage of the RHP website and selecting the category “Test Calendar.” In the case of an excused student absence on a test day, teachers reserve the right to set an alternative form of test upon the student’s return to school. Students are expected to take the test upon their return. In the case of unexcused absences, students may not be permitted to make up a missed test or quiz.

## Student Accommodations

RHP and Renaissance provide proctoring and appropriate accommodations for qualified students. The schools provide a wide range of accommodations, as well as submission for test accommodations from standardized testing boards such as ACT and SAT. Both schools provide accommodations including, but not limited to:

- Extended time
- Distraction reduced testing environment
- Reader/Scribe
- Use of a computer
- Alternate text and answer sheets
- Clarification of test questions
- Preferential seating

- Access to class notes

The RHP Student Services Office provides students who have conditions such as physical, psychological, learning, other health related disabilities, or ADHD, with services and accommodations as required by the American Disabilities Act (1990) and Section 504 of the Rehabilitation Act (1973). Parents must provide appropriate documentation including an active IEP, 504 Plan, psychoeducational testing or letter from a medical doctor. The documentation must be completed by a healthcare or mental health professional licensed by the state to diagnosis medical, psychological and learning disorders. The documentation should include a diagnosis consistent with established clinical criteria (e.g. DSM-V), provide information about academic, personal and interpersonal functioning and recommendations for reasonable accommodations. Students must be re-tested every three years to maintain a current evaluation. A signed release of information to the testing agency is required. RHP Student Services also provides accommodations to students with short-term physical or psychological impairments. Temporary accommodations will usually not exceed one trimester.

Renaissance School provides accommodations for students to access curriculum based upon their learning profile. Renaissance students receive strong support to help them achieve success in and out of the classroom. The self-contained Middle School classroom teacher provides all accommodations to maximize student success. Renaissance Upper School students attend either RHP blended or sheltered Renaissance courses. RHP blended courses are not modified for the Renaissance students, but the students do receive accommodations to maximize their success in the classroom. Each student's course load or level of support may be individualized to fit the student's needs and abilities. A formal psychoeducational is preferred but not necessary for admission to Renaissance School, but is required for accommodations on standardized tests.

## Standardized Testing

All RHP students in the Middle School participate in the Educational Records Bureau (ERB) Comprehensive Testing Program 4 (CTP4) each year. Results are reported to parents when they are received. These results are valuable in evaluating the students' as well as the school's progress in relationship to other independent schools in the country. These results are only one part of a student's total profile and are considered along with trimester grades, work ethic, and teacher recommendations. Over the course of a student's three years they can provide one glimpse into a student's academic growth. They also provide the school with information that is useful in the assessment of our curriculum. Renaissance School conducts standardized testing yearly.

Four major types of tests are administered by the College Board for the high school student: PSAT (Preliminary Scholastic Assessment Test), SAT I (Scholastic Assessment Test), SAT II (Scholastic Assessment Test) and AP (Advanced Placement College Level Exams for secondary school students).

## SAT Testing Dates on Campus

Please consult the RHP website calendar for SAT testing dates on campus. You may also visit [www.collegeboard.com](http://www.collegeboard.com).

## Advanced Placement (AP)

AP examinations may be taken in English, Spanish, Calculus, European History, U.S. History, Psychology, Biology, Physics, Chemistry, and Art. The AP examinations are given in May and may be applied by some colleges towards college credit. Not all courses are offered every year. AP exam registration is handled by the college counseling office. For students who have a diagnosed learning disability, an extended-time administration of the SAT I, SAT II, and AP may be given at RHP. The appropriate documentation and registration must be submitted to ETS. Proctored tests are so designated on the College Board

reports to colleges.

## Upper School Academic Codes and Information

RHP College Board School Code - 052681

Renaissance College Board School Code – 054419

## Transfers

### Beginning of Year

When a student enrolls at the beginning of an academic year, all grades and credits that are applicable to acquisition of an RHP or Renaissance diploma will be accepted exactly as written on the former school's official transcript.

### Mid Year

When a student enrolls before the end of the first semester in his/her former school, the family may choose to ask the school to accept all the transfer grades for that semester as the withdrawal grades indicated on the transcript, or all as pass/fail. Pass will only be granted for withdrawal grades of "C" or higher.

In all cases of transfer, the student is responsible for ensuring the previous school sends an original transcript to all colleges as part of the college application process.

## Secondary School Transcripts

The College Counseling Office prepares Official Secondary School Reports and transcripts for all colleges to which the student is applying. The Secondary School Transcript lists all courses taken in grades nine through twelve, trimester averages in those courses, and the resulting credits. In addition, activities, sports, awards and honors, and AP, SAT and ACT scores are included in the application. Early in the senior year students should check the Secondary School Transcript with the College Counselor for accuracy. A narrative recommendation prepared by the College Counselor, in conjunction with the faculty and administration, accompanies each official transcript prepared.

Students and families considering a transfer to another school must request an official transcript be prepared and forwarded by the school. In addition most schools and colleges require recommendations, which students should request from their teachers well in advance of due dates.

RHP uses the following scale to compute GPA:

A+	4.0*	A	4.0	A-	3.7
B+	3.3	B	3.0	B-	2.7
C+	2.3	C	2.0	C-	1.7
D+	1.3	D	1.0	D-	0.7
F	0.0				

Honors and AP classes add one point for grades of 'A', 'B' or 'C.'

\*A+ is a mark of distinction for students earning 97% or above in a given course.

## Parent-Teacher Conferences

In the first trimester parents will be invited to school to discuss their son's or daughter's progress in detail. Parents will have the opportunity to meet with all teachers who are instructing their children. Such conferences allow for a two-way exchange, which can prove very beneficial. Appointments are made utilizing an online booking system. Information regarding the schedule will be sent home well in advance of the conference days.

## Student-Led Conferences

In the second trimester, parents will be invited to school to meet with their student and their student's advisor for a detailed meeting run by the student. The student will discuss their performance and goals from each class they are enrolled in and present to their parents. The advisor will serve as a moderator and assist the student in preparing for the conference.

Appointments are made utilizing an online booking system. Information regarding the schedule will be sent home well in advance of the conference days.

## Outdoor Education

RHP and Renaissance consider the outdoor education program to be a vital and integral part of the school's academic program. Success in our outdoor education program is an important quality that distinguishes our graduates from those who have attended other schools. Receiving a diploma is therefore contingent upon successful completion of the program. Completion of the week-long outdoor education trip in each school year is required to pass the year and is a graduation requirement for Upper School. If sickness or other issues preclude a student from completing the entire trip, a student may make up the time by participating in an approved trip organized by an accredited company such as Outward Bound or National Outdoor Leadership School, during one of the school vacations.

It is the intent of the Outdoor Education program to:

- encourage respect for nature;
- offer challenge by choice;
- offer opportunities for experiential learning;
- explore the different ecosystems present in southern California;
- begin to see the relationship between urban needs and the natural environment;
- and promote opportunities to encourage and enhance cooperation, teamwork, and class unity.

## **Grades 5 and 6—Camp Gilmore, Santa Monica Mountains**

- directed by Naturalists at Large
- cabin program
- freshwater biology
- geology
- water resources (pollution, sewage treatment, and water sources)

### **Grade 7—Science Camp, Pali Institute, Lake Arrowhead**

- directed by Pali Institute
- dorm-based program
- forest ecology
- earth and space science
- low ropes initiatives
- high ropes challenge

### **Grade 8—Lower Colorado River**

- directed by Naturalists at Large
- tent program
- outdoor meal preparation
- river and desert ecology
- canoe handling techniques

### **Grade 9—Camp Cedar Lake, Big Bear**

- directed by Naturalists at Large
- lodge-based program
- riparian, chaparral and mountain studies
- high desert forest ecology
- local natural history
- orienteering
- nocturnal adaptations
- hiking
- ultimate ropes course (low and high)

### **Grade 10—Joshua Tree National Park**

- directed by Naturalists at Large
- tent program
- outdoor meal preparation
- desert ecology
- geology and native history
- astronomy
- rock climbing and bouldering

### **Grade 11—Yosemite National Park**

- directed by Naturalists at Large
- tent program
- natural and cultural history of the Sierra
- geological, biological and anthropological concepts
- philosophical, aesthetic, political, and environmental concerns
- hiking

### **Grade 12—Upper Colorado River**

- directed by Naturalists at Large
- tent program
- outdoor meal preparation
- river and desert ecology
- canoe handling techniques
- reflection and discussion of class legacy

## Codes of Conduct

One of the many purposes of education is to direct students to realize that self-discipline is a necessary component of a mature individual who is functioning in a complex society. Our objective is to create and maintain a school environment that is conducive to academic and personal growth. Responsibility for positive personal behavior should be as great a concern to students as it is to any teacher, coach, administrator, or staff member.

The misconduct of even a single student at the wrong time can affect every student in the school. All students must maintain appropriate behavior in their dealings with administration, faculty, and peers. It does not matter whether they are in or out of the classroom, on the playing field or gymnasium floor, in the theater or rehearsal area, on a school bus or other school-sponsored vehicle, or in any way participating in a school event or trip abroad, to include Outdoor Education. All students are expected to support the enforcement of school rules and regulations and behave accordingly.

## Good Standing

Students are considered to be in good standing when their attitudes and behavior are consistent with the goals and objectives, both written and implied, of RHP and Renaissance School. When a student's behavior or attitudes are in serious conflict with the school (i.e., behavioral probation, academic probation, suspension) he or she is no longer considered a student in good standing and may be prohibited from representing the school in a formal or official capacity.

## Academic Integrity

Honesty is expected at all times in the preparation of homework assignments, term papers, and in written examinations. All work must be the student's own best effort. In a college preparatory program, the integrity of the program is essential to the school's reputation in the local community, in the network of independent

schools, and in college counseling offices around the country.

## Plagiarism

Plagiarism is the misrepresentation of another's academic or artistic work as one's own. Plagiarism includes the copying of another student's homework with or without consent, or the copying of text or ideas, without the use of quotation marks and citation, from a published work. In collaborative endeavors such as lab reports or projects involving groups, teachers will provide students with directions that separate individual responsibilities from those in which information can be shared and documented collectively. The School's academic integrity policy extends to all forms of online information gathering and use; unauthorized use of copyrighted material, failure to cite references for online material, and all other unapproved practices are strictly prohibited.

During "Academic Integrity Week" in the first trimester, students sign an academic integrity pledge. If a student has any past incidents of plagiarism, their Advisors will review these with them as well. In addition, classroom teachers provide guidance regarding the academic practices that are specific to their field of instruction, such as the rules against the use of all types of translators in the study of world languages. While Middle School students are in the process of developing their understanding of the nature of plagiarism, it is expected that Upper School students clearly understand these principles.

As a result, the response to certain offenses may prove more serious for older students than younger ones. In any case, a breach of academic integrity in the Upper School will likely result in the offense becoming a part of the student's permanent record. A first incidence of academic dishonesty (including, but not limited to, copying another's homework, cheating on a test or quiz, or plagiarism) may lead directly to suspension or a warning/probation. Student and parents will conference with a member of the school administration to discuss the incident and to discuss and reinforce the student's understanding of school policies concerning academic honesty. If a warning is given

the student will normally be placed on behavioral probation for a period of time determined by the administrator. A second offense, before or after the formal probationary period ends, will normally lead to suspension, which also carries with it a period of behavioral probation, and a third incidence to expulsion. The school is obligated to report incidents of suspension to colleges, universities, and other educational institutions when they request such information.

## Technology

The use of the RHP/Renaissance network services including Internet access, computers, tablets, printers and all other school-owned computer resources is a privilege, not a right. The privilege of using the School network services and computer facilities may be revoked at any time for abusive conduct or failure to abide by the School's guidelines and policies. In addition, school administrators may deem behavior, not specifically defined below, but contrary to the spirit of the guidelines, to be abusive and may cause the revocation of technology privileges. Every student is expected to follow all guidelines and policies, as well as those given orally by the staff, and to demonstrate good citizenship and ethical behavior at all times. Additionally, students and their parents are required to sign an Acceptable Use Policy at the start of every school year.

The AUP can be found at: [https://rollinghillsprep.myschoolapp.com/ftpimages/680/download/download\\_2051973.pdf](https://rollinghillsprep.myschoolapp.com/ftpimages/680/download/download_2051973.pdf)

Academic and behavioral policies and expectations are applicable to all technology use on campus, while using school-issued technology or any off campus behavior that may cause a serious disruption on campus. Students making improper or inappropriate use of information technology services or equipment, including personally owned devices and technology on school property, are subject to having their technology privileges revoked as well as other disciplinary actions. Using the network for any illegal activity, under California laws and regulations, United States laws and regulations,

including copyright infringement and other contracts (e.g., the unauthorized duplication of data, programs, or software) is a violation of the AUP and subject to disciplinary and legal action.

Users expressly waive any right of privacy in anything they create, store, send or receive using the School's technology and network. Students using personal technology, similarly, waive their rights to privacy while on school property. Users consent to allow school personnel access to and review all materials created, stored, sent, or received by a user through the school network or Internet connection, or while on campus. The supervising staff can and do monitor network activity for inappropriate use. Student files may be reviewed as a part of this process and any disciplinary investigations. Any technology brought to campus is subject to search IF "reasonable grounds for believing that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school" is "justified at its inception and reasonable in scope" (New Jersey v. T.L.O. 1985).

Security on any computer system is a high priority. If a security problem is found, the Network Administrator should be notified at once. Students should never use another individual's account or create an account anonymously or use a false identity or an identity of another (SB 1411). Students should never reveal their home addresses, personal phone numbers, or the addresses and phone numbers of other students and members of the school's community. Remember that all information online is NOT private and therefore can be shared, redistributed and even manipulated. Unauthorized installation, or modification of programs or any software (including the underlying operating system) on school devices is forbidden. Bypassing filters or any attempt to access restricted areas of the network is also strictly forbidden. No programs or software except data files in identified folders may be copied from school computers.

The use of personal laptops and other electronic devices (iPads, Kindles, Smartphones, etc.) are allowed on campus. At the sole discretion of the teacher, students may use these devices for school work and, during class. Students are responsible for the

maintenance and security of their devices. The School is not liable for the loss, damage, or theft of private property. Students using personal electronic devices on campus are required to adhere to the school's AUP.

Students and parents are reminded that any school computer user is a representative of the school on a public and global system. Accordingly, all computer users are expected to abide by standards of network etiquette, which will be an ongoing part of computer instruction throughout the grades. The school cannot assume responsibility for claims and damages of any nature arising from students' use of, or inability to use, the school's network system, including, but not limited to, loss of information. These standards include, but are not limited to, the following:

**Access:** While the school filters on campus networks, students are reminded that accessing inappropriate content (including websites and music) is strictly prohibited. Students should never use outside networks (including cellular networks or other hotspots) to access the Internet.

**Courtesy:** Computer users may not send, or encourage others to send, discourteous or abusive messages. Remember that humor and satire are subject to misinterpretation.

**Use of Appropriate Language:** Vulgarity, obscenity, sexually explicit and other language that might be offensive to others are strictly prohibited.

**Being Considerate:** Network users should be mindful of their responsibility to avoid practices which may disrupt other users' access to the network (e.g., downloading or uploading very large files, spending excessive time in online "conversation," etc.).

**Social Media:** Students who post inappropriate material about other students, teachers, administrators, the school itself or individuals on social networks and personal web pages are violating our standards of acceptable behavior. Furthermore, they should be advised that, they may be exposing themselves to legal action by law enforcement, another student and family or other aggrieved parties. Students are responsible for all that they

say and do on their web pages. Posting personal communications (e.g., email, photographs, video or other images) without the author's or subject's consent is not acceptable. Any student who creates a web page or profile impersonating the school or another student in order to harass, defame, threaten or embarrass is in violation of SB 1411 (this is a misdemeanor under California law) and will not only be subject to sanctions by the school but may be exposing themselves to legal action by law enforcement, another student and family or other aggrieved parties.

**School Community:** Students will be held responsible for anything they post on the Internet that involves the school and its community. The school may take disciplinary action as a result of inappropriate or offensive postings, even if this activity has occurred off campus.

**Password sharing:** Is strictly prohibited between students; however, students are strongly encouraged to share passwords with their parents as part of their personal safety plan.

**Penalties for Improper Use:** Misuse of resources may also lead to disciplinary and/or legal action including (but not limited to) suspension, expulsion, or criminal prosecution by government authorities. The school will attempt to tailor any disciplinary action to the specific issues related to each violation.

## Violations Against Persons or Property

The principle of Sound Character specifically applies here. Every student is entitled to a community environment that is conducive to their academic and personal growth. Any situation that inhibits that atmosphere may elicit a response from the school. It is our intention to provide a safe and secure environment for all our students and to assist parents in their efforts to protect their children from harm.

Violence against another person, such as fighting, gross disrespect, lying or stealing, verbal, physical, or sexual harassment, will not be tolerated. This includes insults and

disparagement in public cyberspace via email, voice mail, text messaging, online chat rooms, and public forums such as Facebook, Twitter, Snapchat, Instagram, etc. This also includes the posting of information on the Internet that could be considered damaging to the reputation of the school, its teachers, staff, or its students.

Students responsible for damage to school property or to the property of others will assume the costs for repairs or replacement, and be subject to disciplinary consequences. The California Education Code permits the school to withhold the grades, diploma, or transcript of a student if such damage has not been paid for properly. The Head of School will make the final decision on such issues.

Students who leave their lunch bags or other trash on campus will face disciplinary action for littering. For the first and second infractions, students will be given a warning. In the event of a third infraction, the student will be assigned a 7am detention.

Vandalism is defined as any intentional, reckless, or malicious attempt to harm or destroy property (including data) of another individual or any other agencies or networks. This includes, but is not limited to, the uploading or creation of computer viruses, tracking or mining software, key-loggers, and degrading or disrupting equipment or system performance. Any vandalism will result in the loss of computer privileges, disciplinary consequences (up to and including expulsion), and possible legal action.

## **Bullying, Harassment, and Retaliation Policy**

RHP and Renaissance believe that all students have a right to a safe and healthy school environment. This policy extends to school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. It is

the obligation of the community to promote mutual respect, tolerance, and acceptance.

According to [violencepreventionworks.org](http://violencepreventionworks.org), “A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.”

The school will not tolerate harassment, bullying, or intimidation by anyone who attends or works at the schools, is a parent or other member of the community, or is otherwise engaged by the school in any capacity.

Bullying behavior includes but is not limited to:

1. **Physical bullying**, where a student uses physical force to hurt another student by hitting, pushing, shoving, kicking, pinching, or holding the student down. Physical bullying also includes taking or breaking a student’s belongings or stealing or extorting money.

2. **Verbal bullying** is when a student uses words to hurt another student. This includes threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, slurs, graffiti, putdowns, and ridicule. It also includes hostile gestures such as making faces, staring, giving the evil eye, eye-rolling, and spitting at the student.

3. **Relational bullying** occurs when students disrupt another student’s peer relationships through intentionally leaving them out, gossiping, whispering, and spreading rumors. It includes circumstances in which students turn their back on, give the silent treatment, ostracize, or scape-goat another student.

4. **Cyber- bullying** refers to the use of cellphones, text messages, emails, instant messages, web blogs, and postings to bully another student in any of the ways described above.

Examples of cyber-space bullying are sending threatening or insulting messages by phone and e-mail and spreading destructive rumors.

*Please note: While the school does not intend to search out content posted online, if a matter is brought to the attention of the school, the school has the right, but not the obligation, to discipline students for electronic conduct occurring off campus and not during school hours. For more information, please see [http://cyberbullying.us/Bullying\\_and\\_Cyberbullying\\_Laws.pdf](http://cyberbullying.us/Bullying_and_Cyberbullying_Laws.pdf).*

Bullying is also harassment when the bullying is a part of a continuum of student violence, and may at times, amount to harassment. Harassment occurs when a student is the recipient of threatening, disturbing, or unwelcome behaviors because of a particular trait or characteristic as outlined in the anti-discrimination policy in this handbook. Hazing is any method of initiation or pre-initiation into a student organization or student body, or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student.

**Harassment** includes, but is not limited to:

*Verbal Harassment* - Derogatory comments and jokes; threatening words spoken to another person.

*Physical Harassment*- Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

*Sexual Harassment*- Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

Any school employee, volunteer, parent, guardian, or student who witnesses or becomes aware of conduct in violation of this policy is strongly urged to report the inappropriate conduct directly to the Dean of Students. Alternatively, one may choose to report harassment or bullying to any other employee of the school with whom they are comfortable, such as a counselor, a faculty member, or a coach, all of whom must report the matter

to the Dean of Students.

Each complaint of bullying and/or harassment will be investigated. Students who are in violation of this policy are subject to disciplinary action up to and including expulsion.

### **Retaliation:**

The school prohibits retaliation against any person who brings a complaint of harassment or bullying in good faith or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. Any student who engages in retaliation or who makes a knowingly false complaint of harassment or bullying in violation of this policy will be subject to discipline, up to and including expulsion.

Sources: California Department of Education, GLSEN, Chaminade Preparatory School, Chadwick School, and National Violence Against Women Prevention Research Center

## **Campus or Classroom Disruption**

Use of profane language or actions constitutes a violation of the “community environment” principle as well. Students overheard using profane language, whether in the classroom, in common areas, or on the playing fields, will be warned and asked to eliminate such vulgar behavior. Parents will be informed of chronic violations of this type.

Disruptive classroom behavior will not be tolerated. All students are entitled to classrooms in which they can learn in consistent and uninterrupted fashion. Students who continually attempt to take the classroom discussion off course, blurt responses without regard for teacher guidelines, or create situations specifically intended to disrupt instruction, will be asked to leave class and sent to the office.

Parents will be contacted in the case of repetitive violations, and conferences scheduled as needed. Class time missed as a result of being sent out of class will be considered unexcused.

## **Drugs and Alcohol**

Substance abuse is one of the foremost health issues facing our nation. Statistics verify the fact that experimentation and abuse is taking place at an alarmingly young age. We want our students to understand the dangers inherent in the abuse of any drug and our educational programs address this need. All students and parents should be aware of the following responsibilities and guidelines.

RHP and Renaissance Schools abide by the laws of the United States and the State of California. The school does not condone illegal conduct. It is, therefore, necessary for parents, students, and faculty to have, along with the enunciation of the school's policy regarding alcohol and drugs, an official interpretation of that policy.

Any student showing evidence of having consumed, or being in the possession of, drugs, and/or alcoholic beverages at any time while under the authority of the school is subject to severe school discipline on the first offense, up to and including expulsion. The possession, use, or distribution of any quantity of illegal drugs or drug paraphernalia is not permissible on school premises, in school vehicles, or at off site school-sponsored activities, with the same severe consequences. Violators are subject to the laws of the State of California as well.

By definition:

“Showing evidence of” . . . includes any behavior observed by an adult which might be indicative of the use of alcohol and/or drugs.

“In the possession of” . . . includes participation in the use of, or being in the presence of the use or storage of alcohol and/or drugs. This includes the presence of alcohol and/or drugs in automobiles, classrooms or elsewhere on campus or any venue where the school is conducting a school-sponsored event/activity.

“Drugs” . . . includes all that is commonly understood in the context of the problem: narcotics, cocaine, hallucinogens,

amphetamines, barbiturates, marijuana, federally controlled substances, etc.

“While under the authority of the school” . . . means any time when the student is on the school campus for whatever reason or in its immediate vicinity; and whenever he/she is attending, participating in, or being transported to or from a school-sponsored function. Dances, plays, social events, and athletic events held at and/or sponsored by other schools are considered school-sponsored functions. Outdoor Education trips and vacation trips organized by the school are considered school-sponsored functions.

Realizing the seriousness of the problem of alcohol and drug abuse/misuse, the school will make every effort to assist students involved with the problem. Strict confidentiality will be observed in providing assistance, and every effort will be made to enable students who are actively seeking help for themselves or others to continue their education at RHP and Renaissance.

The school, however, when confronted with observations and/or evidence of alcohol/drug use by a student, will require an alcohol/drug assessment by a school-approved facility as a condition of any disciplinary response that allows the student to remain enrolled at RHP and Renaissance. Parents will be notified when a student is required to undergo an alcohol/drug assessment, and the financial cost for this is the parents' responsibility. Continued enrollment is contingent upon the student's completing the assessment and recommended follow up care.

## Smoking

The proven health hazards of smoking make it mandatory for the school to prohibit all use of tobacco, whether smoked, chewed, or via e-cigarettes. Therefore, no student is allowed to smoke, chew, or inhale tobacco on campus or at any school-sponsored activity. Suspension will usually occur if this rule is breached.

## Breach of Public Peace

The State of California has specific laws relating to false fire alarms, annoying telephone calls, etc. Such violations are disruptive to the school community, and may result in a serious disciplinary response. Furthermore, students proven responsible will be referred to the proper authorities.

## Possession of a Weapon

As you can expect, weapons are a serious matter. Even a small, 2" Swiss Army Knife is considered a weapon, and cannot be possessed on our campus. No weapons of any kind are allowed on campus, and students found to be in possession of dangerous weapons may face serious consequences. Occasionally a student presentation may involve a bladed, blunt, or martial arts weapon as a prop. The transport of such weapons to campus must be cleared first with the teacher, and then with the Division Directors. Weapons used in presentations will be stored in the administration offices until they are to be shown, and then returned immediately afterward. No firearms will be allowed at any time, even in a presentation.

## Disciplinary Actions

The school assumes that members of the community (students, parents, faculty, staff, and administration) actively work in partnership to maintain an atmosphere of personal freedom and respect while remaining accountable for the consequences of one's decisions. It is however, sometimes necessary to impose consequences, from mild to severe.

In disciplinary matters, generally, the following sequence is used. Sometimes, steps may need to be skipped.

- Teacher on the scene will discuss the situation with the student and try to resolve the matter.
- The teacher will discuss the matter with the student's Advisor to keep them informed in any case. The teacher or Advisor will make contact with the parents/guardians.
- In some cases, the teacher will refer the matter to the Director of School.
- The Advisor and or Division Director will discuss the situation with the student.
- Teacher, Advisor, or Division Director will contact a parent to keep them informed.
- The Division Director may arrange a conference with parents if the situation warrants.
- If a violation of school rules has occurred, consequences may be assigned. These range from detention to probation, or suspension or expulsion depending upon the nature of the event.
- The Head of School is the final arbiter in disciplinary matters.

The following responses may be invoked in the case of all violations of the school's Code of Conduct and violations of principles of Academic Integrity. The definitions appear here for reference.

## Detention

In the event a student violates a behavior or administrative policy of the school or classroom he or she may be required to serve detention. Detentions are served at the discretion of the administration generally at 7:00 a.m. or occasionally during lunchtime or after school. In some cases, a student may be assigned a "Saturday Detention." This is generally for more severe or chronic infractions. Detentions may involve campus clean up or quiet classroom study, depending upon the nature of the infraction. If a student purposely misses a detention the consequence will double. Any student who earns multiple

detentions can expect parents to be contacted directly and a meeting established to discuss the development of a behavioral contract that may impact the student's ability to continue as a student at RHP and Renaissance.

## Academic Probation

In the Upper School, upon earning an average below "C" in any one trimester (GPA below 2.0), a student may be placed on academic probation. Academic probation may also result if a student fails a core academic course. Failure to raise this average in the following term may call into question the student's fitness to continue further studies at RHP and Renaissance. Although each case will be dealt with on an individual basis involving student, parents, teachers, Director of Middle or Upper Schools, and Head of School, a student on academic probation is not considered a student in good-standing and would normally be required to achieve the following results while on academic probation:

- "C" average (GPA of 2.0)
- No courses failed
- Demonstrated positive attitude in all phases of school life.
- Students on academic probation may be required to temporarily withdraw from major extra-curricular involvement such as a varsity sport, student council or other activities
- In the Middle School, students are placed on Academic Probation when they receive three or more "C"s, two "D"s, or one "F" in a trimester. A conference will be arranged between parents, student and advisor to discuss the situation and determine a plan of action.

In addition, the student:

- will have his/her participation in extra-curricular and co-curricular activities reviewed
- will meet regularly with his/her advisor and/or the Director of Middle or Upper Schools to monitor progress
- may be required to enroll in the After School Program or secure a private tutor
- will no longer be considered a student in good-standing
- If a student remains on Academic Probation for two trimesters, his/her re-enrollment for the following year will be reviewed.

## Disciplinary Probation

Students may be placed on probation for a violation of the Code of Conduct or for chronic unwillingness to follow general campus guidelines. Students on probation are not considered students in good-standing for the duration of their probation. This may preclude them from running for Student Council, participating in extracurricular activities, or attending off-campus events. Far from a limited response, probation is intended as a strong warning that another violation of the same type for which the student was placed on probation will result in a more severe consequence from the school, likely suspension or even expulsion. The specific requirements and length of the probation will be determined on a case-by-case basis. After a student is placed on probation his or her standing with the school will be reevaluated following this time period. If behavior does not improve, continuing enrollment may not be possible.

## Suspension

In the event of a serious breach of school policy or philosophy a temporary separation from the community may be enforced. During an off-campus suspension, the student involved is not permitted on campus and may not participate in any RHP or

Renaissance events (either on or off-campus) for the duration of the suspension. Students may also be assigned an in-house suspension, where they will remain on campus but sequestered from the community. Occasionally, students may be suspended by serving a work day on campus during a holiday when an offense abuts such a period and the student would not be served by an off campus suspension. Further, teachers are not required to allow the student to make up for credit any work missed because of the suspension. Teachers and school administrators will conference on each suspension. A suspension is a serious consequence and in cases of academic infraction or violations against person or property usually must be reported on college applications. A student who has been suspended will also be placed on probation for at least the remainder of the trimester and possibly the entire school year. In the event that the infraction occurred late in a school year or during summer school, the suspension may carry into the following school year.

## Expulsion

Unfortunately it is sometimes necessary for a student to be permanently removed from the community. This occurs when the violation is so severe that intermediate steps are deemed insufficient or when repeated infractions indicate unwillingness on the student's part to be a positive, productive member of the community.

## Recording and Transmittal of Disciplinary Actions/ Student Records

All disciplinary actions taken with respect to students may become part of students' permanent records, and such records may be disclosed to third parties. The school retains the privilege, under both FERPA and common law, to provide a student's education record, which may include complete disciplinary history, to parties that have a legitimate interest in reviewing that record. It is this school's policy to answer all questions required on college applications truthfully and completely.

## Search and Seizure

To maintain order and discipline on school property and at school-related events, and to protect the safety and welfare of students and school personnel, the school retains the right to perform unannounced searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a danger to themselves and/or others. The Head of School, Division Director, and/or other authorized staff may search a student's pockets, purse, backpack, gym bag, or other personal property including automobiles parked on or near school property or at a school-related event.

In order to further maintain overall school safety and security, the Head of School, Division Director, and/or other authorized staff may perform random and unannounced searches of all school property, including but not limited to, lockers, desks, and other storage areas. All of the above applies to Outdoor Education and school-sponsored trips as well.

## Withholding of Records

Pursuant to California Education Code, Section 48904, the school may withhold transcripts pending payment of certain damages or the return of loaned property including, but not limited to, books and athletics uniforms. If a request for records is received in writing by the school, and such damages have not been paid, or property not returned, the school will inform parents in writing that records are being withheld.

When such outstanding damages are paid for, and/or property returned, the school will normally mail records directly to the requesting school or college within two business days of the confirmed receipt of payment or property.

## General Campus Behavior and Information

### Public Display of Affection

The school will attempt to encourage an atmosphere that is comfortable for all the members of its community. Levels of close physical contact, which exceed those generally acceptable in a typical workplace environment, will be addressed by faculty who observe such behavior. Polite requests to reduce the level of activity should be honored in order to avoid disciplinary action. Students engaged in such behavior should at the very least expect their Advisor to be informed, and parents as well. In chronic situations, a conference with parents of both students will be arranged. Sexual misconduct on campus is a serious offence and will be handled as such.

### Clothing and Dress Code

Clothing should support the learning process for all students and should not pose a safety and/or health concern or be a distraction to learning. It is recognized that not all students have the same taste in clothing, but some rules must be used as a guideline. The dress code remains relatively informal. Lack of proper foot protection for the activity at hand, inadequate dress for inclement weather, lack of cleanliness, clothing too tight, too loose, or too revealing are items to be considered in these categories.

Items that are not acceptable in our dress code include but are not limited to:

- Inadequate foot protection
- Wearing hats or hoods inside buildings
- Unclean items

Clothing should NOT be:

- Too tight, too loose, or too revealing, especially under the arm or around the midriff to show either excessive skin or the body of the bra, for instance
- Torn or with holes (fabricated by the manufacturer or otherwise) that show through to the skin underneath
- Featuring phrasing or images suggesting any innuendo

directed towards specific races, genders, or other classifications by which we celebrate diversity. Nor should clothing reference drugs or alcohol

-Tube tops, halter tops

-Undergarments worn as the top layer or that are easily visible

A supply of t-shirts is on hand in the office to provide any student who violates these guidelines.

### *Short Shorts*

Shorts that are too short are inappropriate and offensive to many members of the campus. They are not to be worn by either males or females. If a faculty member or administrator has discussed this issue with a student who is in violation of the rule, the student is responsible for not repeating the offense, and further violations will result in consequences.

It is understood that the matter of dress is a subjective decision, but the school reserves the right to make this determination. The school trusts that students will use good judgment and common sense in choosing appropriate school attire. The guidelines will be reviewed periodically, and may be subject to change if abused, or if other factors dictate.

The following is the procedure the school will follow when addressing dress code violations:

### **First Infraction**

This is a warning. Student will be asked to change into appropriate school clothing. This may require a parent to bring the student a change of clothes, the student to borrow clothes from a friend, or to put on a P.E. Uniform. A follow up email will be sent to the student, their parents/guardians, and Advisor.

### **Second Infraction**

This is a warning. Student will be asked to change into appropriate school clothing. This may require a parent to bring the student a change of clothes, the student to borrow clothes

from a friend, or to put on a P.E. Uniform. A follow up email will be sent to the student, their parents/guardians, and Advisor.

### **Third Infraction**

Student will be assigned a 7 a.m. detention. Student will be asked to change into appropriate school clothing. This may require a parent to bring the student a change of clothes, the student to borrow clothes from a friend, or to put on a P.E. Uniform. A follow up email will be sent to the student, their parents/guardians, and Advisor.

### **Fourth Infraction**

The student's parents will be called in for a meeting and the student will face the possibility of an in house suspension.

## **Business and Field Trip Attire**

The importance of appearance and grooming are a valuable part of the learning process as students are representing their respective school while off campus on field trips or performing Service Learning hours. The school may require a special conservative dress code for formal on-campus or off-campus events, including field trips. School pictures and formal ceremonies require business attire. For boys this constitutes shirt, tie, blazer, slacks, and dress shoes. For girls this constitutes a dress or skirt/dress slacks and blouse or equivalent top and dress shoes.

On designated field trips the following dress code will be required. For boys this is tailored slacks, collared shirt (tucked-in), and neat shoes—no tennis shoes or sandals. For girls this is a dress or dress slacks/skirt with appropriate blouse (no t-shirts), and neat shoes. No tennis shoes or sandals. No student may wear denim jeans of any color.

For Service Learning, the following dress code is strongly advised. For both boys and girls, this refers to a tee-shirt or sweatshirt with the RHP or Renaissance logo, pants without holes or frayed edges, and closed-toe shoes (often a requirement for safety). Jeans are permitted that do not have holes or are not frayed.

## Bicycles and Skateboards

Bicycles must be parked and locked in the designated area. Bicycles are not to be ridden on school grounds. The school is not responsible for theft or damage while bicycles are parked on campus. Bicycles will be taken away if ridden on school grounds. Parents will have to retrieve them personally.

Skateboards are not allowed on campus except when sponsored by a faculty member as part of a class. Skateboarding is illegal on school sites, including parking lots, in the State of California. They will be taken away and parents will be asked to retrieve them personally.

## Lockers

Lockers are the property of the school and must be treated well. All money and other valuables must be kept in lockers and not left in book bags. Students should never give out their locker combinations to other students, even those they consider to be “best friends.” The school reserves the right to inspect lockers at any time without notice.

## Student Life

### The School Day

The hours of school are 8:00 a.m. to 3:30 p.m., Monday through Thursday. Arrival by 7:45 a.m. is highly recommended. Dismissal occurs at 2:15 p.m. on Friday for Middle School and 2:30 p.m. on Friday for Upper School. For safety and insurance reasons we ask that no students arrive at school before 7:30 a.m., and the school will accept no liability for students on the grounds before that time. This same policy holds true after 3:30 p.m. unless the student is involved in athletics, theater, or another school-sponsored function.

No student should be picked up later than 5:30 p.m. on Wednesday, and Thursday, no later than 3:45 p.m. on Tuesday, and 2:45 p.m. on Friday. The school cannot accept responsibility for student safety outside of these hours.

## Attendance

Regular attendance is not only a school requirement but also a mandate of our charter. Students are expected to fulfill all their school obligations including attending classes, labs, assemblies, practices, rehearsals, games, field trips, and personal appointments with teachers. Additionally, since class discussion is a vital aspect of the learning process, student participation contributes directly to the success of each class. Absences are detrimental to the group, as well as to the individual. **Excessive absenteeism also jeopardizes the student's ability to take honors or AP level classes the following year.**

## Tardiness

Punctuality is a sign of respect for teachers and classmates and demonstrates a readiness to learn. It is expected that all students will arrive on time for all their school commitments, from the beginning of the school day until its end. Students arriving after the start of classes at 8:00 a.m. must go directly to the office, sign in, and obtain a "tardy slip" which they must take to their first block teacher in order to be marked present at school. If a student arrives at his or her first block class without a tardy slip, the teacher may either call the office to instruct the appropriate staff member that the student has arrived, or may send the student to the office to obtain a tardy slip. Tardy students may be asked to wait to enter the classroom if the teacher feels their entrance may be disruptive to the flow of the class.

A student who is tardy to class during the school day may also be sent to the office for a tardy slip. There is sufficient passing time for all students to get from any commitment to their next class, and more than one late arrival to a class during the middle of school day without a written excuse from a teacher or administrator may result in detention.

Any student who has three tardies will receive a 7 a.m. detention (Middle school students will serve a lunch detention upon earning their third unexcused tardy. Three subsequent unexcused tardies will result in a 7am detention). The student,

their Advisor, and parents will be emailed. The student must sign up for their 7 a.m. detention in the front office. Missing a 7 a.m. detention will result in serving two 7am detentions. Multiple detentions may result in Disciplinary Probation for the remainder of the current trimester with a notation in the student's file. Continued tardiness may lead to a parent conference and more significant consequences. For seniors, this means withdrawal of their senior privileges, and for juniors, assessments against their senior privileges – in advance.

## Absences

### **Excused**

Although the school recognizes and is able to work around the fact that unusual individual circumstances arise, students should miss school only if they are ill, injured, or dealing with crises. Religious holidays beyond those reflected on the school calendar and college visits approved in advance by the College Counselor using the College Visit Form also may be considered as excused.

In the event of absence due to any of the above, parents are requested to notify the front office by 8:30 a.m. that morning. In case of medical appointments, religious holidays, or college visits, a written communication from home is required, and students should make contact with their teachers in advance to make them aware of the impending absence. In these cases, the communication should be provided as far in advance of the event as possible. In the case of non-emergency medical appointments, they should be scheduled after class hours if at all possible to minimize loss of class time and the disruption of the student's schedule.

If the absence is not for a full day, the student should arrive at school before 10:00 a.m. if at all possible. Arrival after that time may jeopardize a student's privilege to participate in that day's athletic, extracurricular, or social activities. Also, students leaving before 12:00 p.m. are considered absent for the day and may be restricted from participating in extracurricular activities (including athletics and drama) for that day. Any extenuating circumstances should be discussed immediately with the

Division Director.

If it is necessary for a student to be excused to leave campus before the end of any school day, parents must request permission in writing to the office as far in advance as possible and must come into the office to sign the student out. Failure to secure permission for early dismissal will result in the absence being considered unexcused.

## **Unexcused**

The educational process involves students taking responsibility for their choices and use of time. Parents should refrain from excusing absences for students who need to catch up on homework or on sleep, and excused absences will not be issued for family vacations, long weekends, or other non-academic outings. Teachers are under no obligation to extend deadlines, re-teach material, or re-schedule tests and/or quizzes under these circumstances. Even if a student informs a teacher ahead of the absence, teachers are under no obligation to accept late work after an unexcused absence. There will be a late penalty assigned to any work turned in after an unexcused absence. Any exception to this policy must be authorized by the Division Head.

Students who choose to skip a class during the school day will have the absence considered unexcused, and a disciplinary response may also ensue, most likely suspension. If a student is continually absent, the parents will be notified by the school and a variety of consequences will be discussed. These may include but are not limited to academic probation, detentions, restriction of privileges and course selection, assigned tutoring, communication with colleges, time on campus over weekends and holidays, and the possible revision or revocation of enrollment contracts in the year following. These will occur along with a series of conferences with parents, the advisor, and administration to work towards a resolution.

## Absence Policy

Even if excused, students may not miss more than six classes per trimester in any one subject (four classes in Trimester III) and still automatically pass that course (this includes Physical Education). **If a student misses more than six (6) classes per trimester in any one subject (4 classes in Trimester III), even due to illness, they will be required to spend a sufficient amount of extra time on campus to make up for this absence. This may include being at school over weekends and/or holiday and is arranged with the Division Director.** An “Incomplete” may appear on a student’s transcript as a result of an unacceptable number of absences and may become an “F” if insufficient work has been completed to merit a passing grade. Students must complete all work missed before the start of the following trimester or may risk not receiving credit for the class. An absence from school, class, or other school obligation jeopardizes a student’s privilege to participate in that day’s athletic, extracurricular, or social activities. Any student who arrives at school after 10:00 a.m. or departs before 12:00 p.m. will be considered absent. In this case the student may be restricted from participating in extracurricular activities (including athletics and drama) for that day.

Even when absences are excused, students are responsible for the timely submittal of all academic assignments. Students should contact a classmate, their advisor, or their teacher for updated assignment information, and refer to their syllabus, MyBackpack, or weekly assignment sheet at the very least. As a guideline, students will normally be expected to make up work within a time period equal to the number of classes of an excused absence. Any test that is missed should be expected to be taken on the first day back to school unless other arrangements are made in advance with the teacher.

## **Communicating with the School**

Any absence not accompanied by communication from home to the school in advance or on the day of the absence will be considered unexcused, so parents should proceed as follows:

1. In the event of absence due to illness, parents are requested to notify the school no later than 8:30 a.m. each morning absent, through the school's general voicemail box (310-791-1101, ext. 150).
2. Students should contact a classmate and check the MyBackpack and the teacher web pages in the evening for information regarding homework.
3. If a student's absence from school has not been verified via phone, upon return to school, he or she must bring a note signed by a parent or guardian. The note should include the student's name, date of absence and reason for absence

The student must bring the note to the office before reporting to their Advisor or the first period class

## **Closed Campus**

With the exception of seniors in good standing (see below), no student may leave the school grounds during the school day without specific permission in advance from the office. The parking lot is considered off-campus and no student may go to the parking lot without requesting permission from the office. Students may not leave campus during the time between the end of classes and the start of ASP, rehearsals, and athletic practices or events. In summary, no student may leave the confines of the school grounds without school permission until the end of the student's obligation for that day (be it Athletics, the ASP, or any other school related activity or rehearsal).

The school reserves the right to inspect the contents of all vehicles driven by students onto campus or to school-related activities without prior warning. Any student reported off campus without permission during school hours (including seniors whose privileges have been restricted) will be subject

to disciplinary action. A violation of this policy may result in suspension from school.

## Early Dismissal

As you can expect, RHP and Renaissance take seriously the responsibility for the whereabouts of our students during the school day. As such, students who become ill during the day cannot be dismissed early without being picked up by a parent or designated family friend, or without verbal confirmation to the school by a parent or designated person that the student may proceed home unaccompanied. All early dismissals must be cleared with the office prior to the student's departure from school.

Students leaving for home with parents directly from away athletic contests must obtain approval from their coaches at least one day in advance.

## Senior Off-Campus Privileges

Seniors in good standing and without extensive absenteeism are offered the privilege of leaving the campus during free periods or lunch. With this in mind, seniors are also expected to take on extra leadership responsibilities in school. It is understood that, while not on campus, behavior should reflect the letter and spirit of school rules. The school reserves the right to take disciplinary action as a result of any misbehavior off campus that occurs during the school day. Seniors who are off campus must be in possession of (personally or in the glove box of their vehicle) the Off-Campus Permission document with all necessary signatures. It should be noted that this is a privilege that can be revoked for reasons that include chronic tardiness, delinquent assignments, poor academic performance, lack of progress on service learning hours, or other behavioral issues. During the last two weeks of the school year, juniors are awarded these privileges as well, and are subject to the same parameters and restrictions.

All cars must be registered at the front desk and clearly display a decal on the rear of the vehicle.

## Advisor System

Every student has his or her own Advisor, a teacher who takes a continuing special interest in the student's academic and social welfare, and is the primary informational contact between parents and the school. Students may meet in small groups with their Advisor to begin each school day, for a longer period at various times throughout the school year, and time is also available for individual meetings as needed. Perhaps the most valuable contacts, however, are those that are less formal and unscheduled, that occur just in passing or when a student needs to reach out for advice and appropriate guidance, or to find an advocate in a challenging situation.

At the most basic level the Advisor monitors academic and extracurricular involvement and progress and responds to student or parent requests for meetings. Additionally, in cases of personal, academic, or disciplinary problems, the advisor communicates promptly with parents and convenes conferences as appropriate. Subject teachers are also encouraged to supplement the communication efforts of the Advisor by contacting parents directly, while keeping the Advisor informed of such conversations.

Parents should first contact a student's Advisor if they wish to discuss any aspect of academic or social progress. In classroom related matters, the Advisor may well recommend direct contact with a subject teacher, but it remains important that the Advisor is "in the loop," so that patterns can be spotted, and strategies coordinated.

## Communication and Confidentiality

Often student/teacher and student/advisor communication will be enhanced if the student can be assured of confidentiality within the discussion. California law requires school personnel to pass on information concerning abuse or imminent physical harm of any sort. In discussions that do not involve such matters, however, adults will use their professional discretion in matters of confidentiality.

## **Athletics**

All players will handle themselves in a way that represents the principles of the school. Their behavior should reflect well on RHP and Renaissance Schools during games and other activities.

Many opportunities are available for Middle and Upper School students to participate in interscholastic sports. The following guidelines have been established to promote responsibility, fairness, and sportsmanship.

### **Academic Requirements**

Each case will be handled on a case by case basis with the parents, coach, Advisor, and Director of Middle or Upper Schools and/or Head of School.

### **Uniforms and Equipment**

Each student is responsible for the care of any uniform issued. If lost or destroyed, replacement is required. All equipment used must be used in the proper manner.

### **Participation**

Any student wishing to participate on a Middle School athletic team will be allowed to be a member if he or she fulfills the school's and the coach's requirements. Each member will participate in Middle School games if he or she has fulfilled the coach's requirements, such as practice and game attendance, attitude, and any other team rule the coach may have. In Upper School, each member will participate, according to his/ her ability, if he/she has fulfilled the coach's requirements, such as practice and game attendance, attitude and any other team rule the coach may have. If a student is a member of a school team, this will always take priority over any other outside team on which he or she might participate; this includes practices and games. If this rule is broken, the student may be dismissed from the team to ensure fairness to his/her teammates.

A student must have checked-in at the school office before 10:00

a.m. of a game day and stay for the remainder of the day to be eligible to play. A student must be in school until at least 12:00 p.m. to be eligible for after-school activities. In case of late arrival or early departure due to an emergency, the student's eligibility to play must be cleared by the Athletic Director and/or the Division Director.

## Extracurricular Activities

The Schools believe that involvement in extracurricular activities usually enhances overall performance and is therefore to be encouraged.

All students should consider becoming involved in the school's extracurricular activities. These activities, however, require a commitment on the part of students and parents that the student will attend practices and rehearsals, etc. as scheduled. Most such activities rely on individual commitment towards a team effort. Such commitments must be taken seriously. The practice of signing up for an activity "so it appears on a transcript" and then not participating fully will be frowned upon. There is little doubt, however, that real involvement in such activities not only provides for a fuller life, but also enhances college applications.

## Student Council

Student Council is the student-run leadership body committed to the advancement of RHP and Renaissance in all facets. Both Upper and Middle Schools have a Student Council consisting of elected core members and volunteer class representatives. The mission of student council is to further the four pillars/values through community outreach, entertainment, and school spirit.

Student Council Core members are student elected individuals who have served a minimum of one year as a class representative and are in good standing with the school. The Student Council Core positions for both Upper and Middle School include: President, Vice President, Secretary, Treasurer, and Spirit Commissioner. Upper School also elects an International Representative.

Student Council Class Representatives are volunteers from each grade level who assist the Core members in fulfilling their jobs. This position is open to students from each grade level who are in good standing with the school.

### **Responsibilities:**

Student Council members are expected to attend at least 85% of Student Council meetings. They are responsible for the planning and execution of school dances, spirit weeks, and pep rallies, as well as attending events such as the new student bowling party and orientation, open houses, and other events to encourage school attendance and school spirit.

### **School Dances**

Members must research and book venues, DJ's, food, decorations, etc. They will also oversee guest passes for those who wish to attend our dances and other school events. Members are expected to attend these events and be available to come to the events early to oversee decorations and stay late to monitor clean up.

## **Spirit Week**

Student Council Core Members will organize and plan Spirit Week dress up days and events. They will promote Spirit Week during Morning Meetings, Advisory times, and create posters to display around campus. The goal is to have as many people participate and to maximize school spirit and enthusiasm.

## **Pep Rallies**

Under the direction of the Spirit Commissioner, Pep Rallies will include structured games and activities as well as promoting the current sports teams. Members will help the Spirit Commissioner promote these events during Morning Meetings, advisory times, and create posters to display around campus.

## **Fund Raising**

Both Middle and Upper School make it a goal to contribute a portion of proceeds from fundraising events to sponsor scholarships and other charitable causes.

## **Independent Reading**

For fifteen to twenty minutes each day, all Middle School students will engage in Sustained Silent Reading (SSR). Studies show that regular reading is one of the greatest predictions of success in overall academic coursework, vocabulary acquisition, and verbal reasoning (including success on standardized tests). SSR will occur during Reading Period, which is built into the Middle School schedule.

## Insurance

As a courtesy to families, the school offers secondary accident insurance to help families pay medical bills associated with an accident while on campus or at a school event. Paperwork must be submitted to the company within 30 days of the accident. The policy covers only portions of expenses (such as deductibles) not covered by the family's primary policy. For claims information, contact the Business Office.

## Lost and Found

The school maintains a repository for lost and found articles. The Lost and Found Cabinet is located by the faculty and staff bathrooms by the administrative office. Students are expected to keep track of their own personal belongings and not to bring valuable or expensive items that do not contribute to the educational atmosphere of the school. It is always helpful when personal items are labeled, thus making their return easier. At the end of each trimester, unclaimed items will be sent to Goodwill or some other charitable organization.

## Lunch

Our campus does not have a cafeteria; however students have several options for lunch each day. A summary of the daily options is displayed below and full menus from our vendors can be found online. The school also has a student-run snack shack and vending machines on campus. In keeping with our green campus and healthy bodies philosophy, no bottled water, caffeinated drinks or high-sugared sodas are available from our providers. Students may always bring their own lunch.

**YumClub** (daily lunch program) provides students and parents with healthy food choices from restaurants they know and trust. Providing the highest quality, healthy, and most delicious food has always been their number one priority. With their new online ordering platform, selecting your student's school meals has never been easier. Their user-friendly interface has been built

with parents and students in mind, providing convenience and flexibility for busy families that have been looking for an easy way to ensure healthy lunch options at an affordable price. You can go to [www.yumclub.boonli.com](http://www.yumclub.boonli.com) and use yumclublax13 as your initial password.

**Kelly's Korner** (daily lunch program) offers cold sandwiches, salads, hot food, fruit drinks, iced tea and snack items. You must call Kelly's to set up an account before ordering. Orders must be called in before 10:30AM. A downloadable menu is available online.

**Pizza Mondays** (Mondays only). Beginning Monday, September 11th the Parent Association will serve pizza every Monday at lunch. The cost is \$2.00 per slice and drinks are available for \$1.00. The proceeds directly fund programs and events for both students and parents.

**Pick Up Stix** (Tuesdays only). On Tuesdays, students have the option of purchasing from a variety of chicken bowls or a veggie bowl. The cost for lunch is \$5.00 which includes a spring roll. Additional spring rolls are for sale for \$1.00 each. No drinks are available from this vendor.

## Sales and Fundraising

School related clubs and organizations sell food or other goods to fundraise for charitable causes. In order to ensure food items and goods are aligned with the school's mission and balance sales, all food and goods sales, as well as the time and duration of the the sales, must be approved by the Dean of Students. Any individual or club is prohibited from selling food or goods of any kind unless granted expressed permission from the Dean of Students.

## Medical Issues

The Office must be informed in writing about any special arrangements concerning athletics, extra-curricular activities, allergies, diet, or medication. Students are not permitted to medicate themselves. The administration of all medication is to be handled through the school office. Written permission from physician and/or parents or guardians must be provided before medication will be administered. Please keep at home any student who has a fever or obvious illness.

## Messages to Students

Although cell phones are a convenient communication tool, their use is not permitted while students are involved in activities scheduled by the school such as classes, assemblies, and advisory activities. Families are strongly encouraged to make transportation arrangements, lunch orders, and set appointments before the school day begins. The school can deliver messages to students during the school day in the case of emergencies. Parents may call the front desk at (310) 791-1101 x 150 or email their student's Advisor or teachers.

## Driving and Parking Safety

There are a number of traffic rules and recommendations that will help ensure everyone's safety on and around campus. The procedures are simply common sense; many are required by our permit from the City. We have promised our neighbors we will indeed comply with all safety regulations. Safety, slow speed, courtesy and patience are the keys.

Students and parents are asked to drive very slowly (about walking pace) in and around the parking lot, as there are often many other students in the area. All students, parents, and visitors to campus must follow all directions by school personnel and campus security.

Students should not drive other students to school or school events unless parents have provided specific written permission to both driver and passenger and students meet all laws required

by the State of California.

The school monitors use of the school parking lot and the neighborhood areas surrounding the school as required by the City Conditional Use Permit (CUP). Students and parents must honor requests by school and security personnel when they are in or around the parking lot or neighborhood before, during, or after school, or a school-sponsored event. All vehicles that regularly enter and leave campus must have an RHP/Renaissance decal displayed on the outside of the rear driver's side window. Student drivers must register their cars with the office.

Students may not park in the faculty parking lots. Students must park in the football field lot or the West Wing lot adjacent to the field. All drivers must drive slowly (walking pace) in the lots. Students found violating these rules will face disciplinary action and/or loss of privileges.

Parents who volunteer to drive for athletics or other events will be asked for a photocopy of their license.

### **Turning from or onto Palos Verdes Drive North**

- Drivers must signal clearly and early to let other drivers coming up behind that they are going to slow down and turn into the school driveway.
- Signal your intent to turn right VERY EARLY with your indicator (just after the Marymount turn).
- Move over to the far right and SLOW DOWN EARLY so that traffic behind may begin to pass on your left. Do not swing out into the road again to make the turn.
- NO DROP OFF OR PICKUP ANYWHERE OTHER THAN ON CAMPUS.
- All vehicles using the campus must display an RHP/Renaissance decal on the outside of the rear driver's side window.

## **Morning Drop Off**

Morning drop-off follows the loop. Students exit at the flagpole; 5th-7th graders can exit at the West Wing. There are no other drop-off areas allowed.

We encourage the SWIFT EXIT OF STUDENT AND MATERIALS SO AS NOT TO HOLD UP OTHERS WAITING BEHIND! The system is designed so that no student has to cross the path of moving traffic.

The rules for morning drop-off are as follows:

- Form one line to drop off. Be patient and courteous.
- Pass carefully at WALKING PACE on the left only if you are going to park.
- Pull right up into any gap left behind the previous car. Do not leave big gaps.
- Do not let students out early (i.e., before the HYBRID parking spots on your right). This might appear to speed things up, but it actually leads to backup. WAIT until you have passed the HYBRID spots and you are sure the previous batch of cars is not about to pull away leaving a vast unused space. Be patient.

## **Afternoon Pickup**

### **At Regular School Finishing Time**

Afternoon pickup is usually 3:30 p.m. except for Fridays when it is at 2:15 p.m. for Middle School and 2:30 p.m. for Upper School. All vehicles must go to the football field parking lot and wait (see below).

The routine below applies at any “peak” time when most students are leaving campus (i.e., for early dismissal which happens at 12:30 p.m. a few times during the year).

The rules for afternoon pickup are as follows:

- Upon entering the school driveway, turn RIGHT and drive

slowly to find a parking spot in the football field lot.

- Students will dismiss from class and walk up to the field lot to meet you.
- OR a student may call a driver on a cell phone when he/she is already waiting at the flagpole, not before, for IMMEDIATE PICKUP ONLY. IMMEDIATE PICKUP MEANS THE STUDENT IS ALREADY WAITING AT THE FLAGPOLE.
- You may not wait or line up at the flagpole at peak dismissal times.

### **Recommendations (for Afternoon Pickup)**

The traffic control system is enforced for approximately 40 minutes each afternoon (20 minutes before and 20 minutes after the day's peak pickup time).

- Those who want to park and wait in the main lot should arrive at least 20 minutes early.
- Those who want to go straight to the flagpole should arrive 20 minutes after the posted dismissal time.
- Those who sign up for ASP will face much lighter traffic at the 5:15 p.m. dismissal time.

## Cell Phones and Other Portable Electronic Communications Devices

Cell phones have become, on the one hand, a useful communication tool for parents, on the other hand a source of frustration and annoyance in the learning environment. Students may use cell phones or other communication devices only during the extended morning break or during lunch. They may not receive phone calls or text messages (even from parents, who should call the office in case of emergency) at any other time. Phones and other devices should be off or in silent mode for the remainder of the school day, including during physical education, the ASP, theater rehearsals, or athletics.

Students caught using their phones to make calls or text during the school day will have them confiscated and brought to the front office. For the first offense, they will be required to leave them for 24 hours. For a second offense, they will be confiscated for 48 hours. If the offense occurs on a Friday (or the day preceding a day off), the phone will be kept until the following Monday or the day of return. Special arrangements will not be made to return a cell phone over a weekend. For a third offense, parents will be contacted and requested to keep the phone at home for a week. Chronic violations beyond that will require a conference with parents and potential additional sanctions.

## Prohibited Items

Students must not bring illegal substances, or weapons of any kind to school. Items that cause a distraction to a teacher's ability to conduct his or her classroom as they see fit are also prohibited.

## Restricted Areas

The Faculty Room, teacher desks, and storage areas are available for faculty use only and are therefore off-limits to students. Students may only enter these areas with the permission of

a faculty or staff member. Faculty restrooms are off-limits to students at all times. Students may not loiter in classroom areas or peripheral areas of the school. Students may not go to the lower campus without adult supervision unless checking in with the front office along with prior notification by the teacher.

## Textbooks

Textbooks are the property of RHP and Renaissance and must be kept in good condition throughout the year. Teachers will notify students of what is considered appropriate treatment. A charge will be levied for lost or abused textbooks.

## Visitors on Campus

RHP and Renaissance generally welcome students' friends on campus under the following circumstances:

Students who wish to bring friends (including former RHP and Renaissance students) into class must request permission from the subject teachers and from the Head of School or Division Director at least 48 hours in advance. Immediately upon arrival the student must introduce his or her friend to the Head of School or the Director of Middle or Upper Schools and provide the friend's name and telephone number.

Other than under the above circumstances, the RHP/Renaissance campus is closed to outsiders while school, including the ASP, is in session (7:45 a.m. to 5:15 p.m.). People who arrive on campus unannounced will generally be asked to leave. If necessary, the police will be called.

## **Service Learning** (Community Service)

RHP and Renaissance Schools ensure that our students are connected to their community through a variety of activities. Our Service Learning requirement is closely tied to our Sound Character pillar as students gain a sense of personal and social responsibility while developing their leadership, cooperation, and teamwork skills.

Whether they find themselves giving back in the local community or around the world, RHP and Renaissance students understand that there is an obligation to serve the greater good whenever you have the chance.

### **Requirements**

All Upper School students are required to complete 30 hours of Service Learning (community service) per year. Upper School students may complete additional hours in their freshman and sophomore years and bank them toward their obligation for their junior and senior years.

Middle School students are required to complete 15 hours of Service Learning per year and present on their experiences throughout their middle school years. Eighth grade students must present at least once during their 8th grade year.

All international students must complete at least 50% of their service learning requirements in the United States.

### **Options**

The RHP and Renaissance Service Learning Program offers several ways for students to fulfill their requirements through specific projects conceived, organized and carried out by one or more advisory groups or clubs on campus. Projects include activities such as habitat restoration at the PV Blue Butterfly Reserve, tutoring at the partner schools, or planning and carrying out other opportunities. Individual volunteer efforts that are previously approved by the Manager of Academic Services.

## **Approval and Recording**

Students who wish to volunteer for an event that is not pre-approved (i.e., it is not on the School Calendar or with a partner organization listed on this page) must email the Manager of Academic Services IN ADVANCE with the name of the organization and a brief description of the proposed volunteer work.

Volunteer log forms for all service work must be filled out, signed by a supervisor (who is not related to the student) from the organization for which students are volunteering, and turned in to the Manager of Academic Services for hours to be counted. Hours must be turned in before the end of the current trimester to be considered for the Service Learning Honor Roll. Volunteer log forms are available in the office or by downloading from the school website.

## **Head of School Service Learning Honor Roll**

Students will be placed on the Head of School Service Learning Honor Roll when they complete a minimum number of hours of volunteer time in one trimester (15 hours for Upper School, 7 hours for Middle School). Students may also be asked to present a short report at one of their advisory meetings at the end of each trimester describing their experience. Students may complete the entire commitment during the summer or in the first and second trimester and remain on the Service Learning Honor Roll for the remainder of the year (45 hours for Upper School, 21 hours for Middle School).

The Advisory Report could answer the following questions:

- In what activities did I participate?
- How did I help people?
- How could this activity be improved or built upon?
- What did I learn from the opportunity?

# The School-Parent Partnership

## Development at Our Schools

A central goal of the development program at RHP and Renaissance Schools is to enhance the educational experiences offered our students through parent involvement and support. To that end, Development Office functions include Fundraising, Communications, Community Relations, and Special Events, such as the Annual Auction and Gala and Grandparents' and Friends' Day. Should you have any questions about Development at our two schools, please do not hesitate to contact us.

## Philanthropy

The true costs of a Rolling Hills Preparatory School or Renaissance School education is not covered by tuition dollars alone. Like other U.S. independent schools, our schools must rely on charitable gifts above and beyond tuition to sustain our high-quality programs, support our diverse student body, and retain quality faculty who instill competence and confidence.

The difference between what tuition covers and the schools' true annual expenses, commonly called "the gap," is approximately \$4,500 per child, and we depend on parents to help fill that shortfall with their annual contributions.

Because the success of our schools depends on the philanthropic support of our families, it is essential that each and every family make an Annual Fund donation consistent with that family's situation, and we appreciate and value every contribution. From interactive white boards to athletic equipment, from field trips to art shows, from faculty support to campus maintenance, annual giving dollars provide an immediate and direct benefit to RHP and Renaissance students. Should you have any questions about philanthropy at our schools, please do not hesitate to contact us. In addition to your Annual Fund support, we also hope that you save the date for our Annual Gala and Auction to be held in the spring. The Gala provides a great opportunity to spend time

with other members of the school community and to support our schools by bidding on donated items and experiences. Early Gala preparations are already under way! If you would like to join the Gala Committee or have any questions about the event, please contact Jill Notch, Associate Director of Development at 310-791-1101, ext. 109.

## School News and Weekly Newsletter

We encourage our families to make the schools' websites, [www.rollinghillsprep.org](http://www.rollinghillsprep.org) and [www.renaissancesas.org](http://www.renaissancesas.org), their first stop for keeping up-to-date on school news and events. In addition, the Sunday Letter, the weekly e-newsletter for RHP and Renaissance, is sent to all families, alumni, alumni families, grandparents, and friends who have provided an email address.

If you are not receiving the Sunday Letter or if you have any questions about navigating the websites, please contact the Communications Manager at (310) 791-1101, ext. 143.

## The Parent Association

We are all Huskies, AND We are all the PA!

### **Who is involved in the Parent Association?**

By enrolling at RHP & Renaissance, every parent is automatically part of the Parent Association (PA). We encourage every parent to participate! Our work together, helps support school activities, enrichment programs for parents and students, and sponsor gifts to the school. We strive to provide an environment where everyone feels welcome to share time, talent, and resources, and where everyone has an opportunity to be part of the fabric that makes our Husky family so engaged and inspired! Your contribution makes a difference and your involvement makes a community!

The mission of our Parent Association is to:

- Support the administration and faculty in achieving the goals of the school
- Participate in school activities through volunteer support and attendance
- Facilitate the open exchange of ideas between the schools and the parent body

Here are just a few ways you can lend your support (more details to come):

### **Leadership**

- The GAP Program – a.k.a. Room Parent Program
- The Hospitality Committee
- The Performing Arts Booster Club
- The Team Parent Program

## **Event Support**

- The Husky Pride Picnic
- The Annual Fund Drive
- The Husky Golf Classic
- Grandparents' and Friends' Day
- Father's Breakfast
- International Lunch
- Faculty and Staff Appreciation Events
- The 8th Grade Play
- The Annual Gala
- Party Book Events
- Commencement Reception
- Senior Activities

## **Online and On-Campus Opportunities**

- [Amazon Associate Program](#) - SCRIP opportunities in November and May
- Pizza at Lunch on Monday and Muffins at Break on Tuesday

## **Communication**

- Check the website frequently for up-to-date information on almost anything RHP and Renaissance.
- Get to know your Grade Level ADVISOR and GAP for Grade Specific information
- Read the Sunday Letter for information and updates on school events, activities, and deadlines

That's it for now! Once again, we're really looking forward to a fun-filled and successful year; not only for our children, but for the entire family!

### **Parent Association President**

Krista Maire  
redfrontdoor@gmail.com

### **Parent Association Vice President**

Traci Dalke  
momof5boysinrb@gmail.com